



## APPLICATION FOR FINAL AND MINOR SUBDIVISION APPROVAL \*

### **General Information:**

Subdivision Name \_\_\_\_\_  
 Exact Location: \_\_\_\_\_  
 Magisterial District: \_\_\_\_\_  
 Tax Map Section & Parcel #: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Gross Area (acres): \_\_\_\_\_  
 Number of Lots Existing: \_\_\_\_\_ Proposed \_\_\_\_\_

### **Utilities:**

Water System (Check one)     County System     Private System     Individual Well  
 Sewage System (Check one)  County System     Private System     Septic Tank

### **Contacts:** (Check contact(s) to receive correspondence relating to application)

Property Owner \_\_\_\_\_  
 Address \_\_\_\_\_ Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Fax #: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

Subdivider/Developer/Other \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 \_\_\_\_\_ Fax #: \_\_\_\_\_  
 e-mail: \_\_\_\_\_

*If more than one owner, please attach separate sheet of owners & addresses*

- Accompanying this application shall be the required application fee and a minimum of:
  - Three (3) draft copies of the plat for minor subdivisions
  - Five (5) draft copies of the plat for major subdivisions
- Prior to final approval for a minor subdivision, eight (8) paper copies signed and notarized will be required.
- Prior to final approval for a major subdivision, twelve (12) paper copies of the plat signed and notarized shall be required.
- **Pursuant to §5.5-6 of The Chesapeake Bay Preservation Ordinance, all lots shall have sufficient area outside the RPA to accommodate the intended use. Therefore, RPA shall be shown on all plats; if RPA is not present, a note shall be provided indicating that RPA is not applicable.**
- Lots of ten acres or less must be shown in their entirety.

\* A minor subdivision is any subdivision of no more than 3 lots, including the parent parcel, and in which no new street is extended. Extension of an existing street is considered a new street.

*As property owner, I hereby grant permission to the designated personnel of Gloucester County, and any other agency deemed appropriate by Gloucester County, to enter the above reference property for purpose of review of the proposed application.*

\_\_\_\_\_

**Owner's Signature**

\_\_\_\_\_

**Date**

<p style="text-align: center;"><b><u>Plat Requirements</u><sup>1</sup></b> <b>(see §15-73)</b></p>	<p style="text-align: center;"><b>All application types except for BLAs, Line Vacations, and In-Part Parcels</b></p>
<p>It shall be the plat preparer's responsibility to ensure that the survey meets the minimum standards as outlined in the most recent regulations adopted by the Virginia Department of Professional and Occupational Regulation's (DPORs) Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects.</p>	✓
<p>It shall be the plat preparer's responsibility to ensure that the plat meets the recordation requirements of the Library Board of Virginia.</p>	✓
<p>The plat shall be clearly and legibly drawn at a scale of not more than one hundred (100) feet to the inch, or such scale as deemed appropriate by the subdivision agent, on sheets having a maximum size of eighteen (18) inches by twenty-four (24) inches.</p>	✓
<p>The plat shall contain the type of subdivision in the title (e.g., public service lot, right-of-way, family transfer, minor subdivision, major subdivision, etc.).</p>	✓
<p>The plat shall contain the Tax map designation, or geographic parcel identification number(s) if available, magisterial district, and date (not to include revision dates).</p>	✓
<p>The plat shall contain a legend for all symbols not otherwise labeled, north arrow, number of sheets, and scale.</p>	✓
<p>The plat shall state whether the parcel(s) is/are located in a previously recorded major subdivision, and if so, include the name of subdivision and lot, block, and section number as appropriate.</p>	✓
<p>Current zoning of the property including references to any applicable approved rezonings. If more than one zoning district applies, show the boundary lines of the zoning districts.</p>	✓
<p>The accurate location of lot lines by bearings and distances and adequate curve data to accomplish mathematical closure.</p>	✓
<p>Flood Zones: The limits of all flood zones located on the parcel(s) shall be shown and the following note shall be included on the face of the plat.</p> <p>“The property embraced within the limits of this survey appears to lie within Zone(s) _____. Flood data is approximate and taken from FIRM Community Panel No. _____, dated (<u>insert most current FIRM map date</u>).”</p>	✓
<p>Lot number (or other designation) for each parcel affected.</p>	✓

<sup>1</sup> If there is a conflict between the contents of this checklist and the text of Gloucester County Code, the provisions and/or requirements contained in the Code, in effect at the time of review, shall prevail.

**Plat Requirements<sup>1</sup>**  
**(see §15-73)**

**All  
application  
types  
except for  
BLAs, Line  
Vacations,  
and In-Part  
Parcels**

<p>The plat shall provide the existing and proposed lot sizes for all lots affected.</p> <p>For lots less than one acre, show area in square feet as well as acres.</p> <p>Lots equal to or less than ten (10) acres shall be shown in their entirety. Lots may be split by match lines, provided that each lot is shown in its entirety on at least one sheet.</p> <p>On all lots and parcels, the minimum width, yard, and area requirements shall be in accordance with the Gloucester County Zoning Ordinance and section 15-31(c) of this chapter except for public service lots and rights of way.</p> <p>For all applications other than major subdivisions, the remainder of a lot greater than 10 acres, only the affected portion of the lot(s) needs to be shown provided that the plat or some other recognized resource demonstrates that the remainder meets the lot frontage and width requirements of this ordinance. If the frontage or width of the remainder is within 10 percent of that required by the zoning district where the parcel is located, then the frontage and/or width, as applicable, shall be displayed on the plat. The acreage as shown in the County’s records may be utilized to determine the lot size(s).</p> <p>For major subdivisions, see also the “Final Major” checklist.</p>	<p>✓</p>
<p>The location of all physical improvements or, alternatively, the location and distance from existing and proposed property lines to existing structures located within and up to 5 feet from the zoning setback lines on the property surveyed. For developed commercial properties, all commercial structures, parking lots and drive aisles, and access information shall be displayed. If all structures are not shown on the plat, add the following note:</p> <p>NOT ALL PHYSICAL IMPROVEMENTS WERE LOCATED AS PART OF THIS SURVEY AND MAY NOT BE SHOWN ON THIS PLAT.</p>	<p>✓</p>
<p>Easements: Location of all proposed or existing easements and rights of way. Existing easements shall include the recordation reference along with the type (public/private, utility, ingress/egress, etc.) and width of the easement and location of the instrument. Proposed easements shall be identified and dedicated as either public or private and include the width and entity to whom which the easement is dedicated.</p>	<p>✓</p>
<p>Streets: All existing public and private streets. Public streets shall include their name, number and width. Private streets shall include their name, width and recordation reference if available.</p>	<p>✓</p>
<p>Watercourses: Boundaries of adjacent watercourses, and their names per USGS maps.</p>	<p>✓</p>
<p>Burial locations: Any grave, object, or structure marking a place of burial located on the land proposed for subdivision per Va. Code Section 15.2-2258.</p>	<p>✓</p>

**Plat Requirements<sup>1</sup>**  
**(see §15-73)**

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Water and Sewer:

If lot(s) are to be served by public water and/or sewer, one of the following notes shall be added to the plat:

(ALL LOTS or LOT(S) \_\_\_\_\_) WITHIN THIS SUBDIVISION SHALL BE SERVED BY PUBLIC WATER AND PUBLIC SEWER PROVIDED BY GLOUCESTER COUNTY DEPARTMENT OF PUBLIC UTILITIES.

(ALL LOTS or LOT(S) \_\_\_\_\_) WITHIN THIS SUBDIVISION SHALL BE SERVED BY PUBLIC WATER PROVIDED BY GLOUCESTER COUNTY DEPARTMENT OF PUBLIC UTILITIES

(ALL LOTS or LOT(S) \_\_\_\_\_) WITHIN THIS SUBDIVISION SHALL BE SERVED BY PUBLIC SEWER PROVIDED BY GLOUCESTER COUNTY DEPARTMENT OF PUBLIC UTILITIES.

If lot(s) are to be served by private septic: Health Department confirmation (not just the application) for each parcel is required. Additionally, the primary and reserve septic system locations shall be shown on the plat and/or with the Health Department confirmation documents and the following Chesapeake Bay Ordinance septic system Notes added to the plat:

A 100% RESERVE DRAINFIELD IS REQUIRED FOR ON-SITE SEWAGE TREATMENT SYSTEMS. HEALTH DEPARTMENT APPROVAL LETTERS INDICATING COMPLIANCE WITH THIS REQUIREMENT SHALL BE PROVIDED FOR EACH LOT NOT CONNECTING TO SEWERS.

ON-SITE SEPTIC SYSTEMS MUST BE PUMPED OUT EVERY FIVE YEARS, OR A CERTIFICATION MUST BE SUBMITTED BY A SEWAGE HANDLER PERMITTED BY THE VIRGINIA DEPARTMENT OF HEALTH THAT THE SEPTIC SYSTEM HAS BEEN INSPECTED, IS FUNCTIONING PROPERLY, AND THE TANK DOES NOT NEED TO HAVE THE SOLIDS PUMPED OUT.

For all plats, other than residential lots in major subdivisions, that are served by private septic, the note below can be utilized in lieu of Health Department septic certification letters or permits under the following conditions:

- (a) The lot being created, to which the requirements would otherwise be applicable, is more than five (5) acres in size; and
- (b) The owner's certification on the plat acknowledges that no development requiring a sewage disposal system will be proposed or implemented until a method of sewage disposal approved by the county and the Virginia Department of Health is provided; and
- (c) The following notation is prominently displayed on the plat in, at a minimum, 12-point lettering:

NO DEVELOPMENT SHALL OCCUR ON LOT AS SHOWN ON THIS PLAT THAT, BY LAW, REQUIRES A SANITARY SEWAGE DISPOSAL SYSTEM UNTIL SUCH TIME AS A SYSTEM SHALL BE SUBMITTED TO AND APPROVED BY THE COUNTY OF GLOUCESTER AND THE VIRGINIA DEPARTMENT OF HEALTH.



**Plat Requirements<sup>1</sup>**  
**(see §15-73)**

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Chesapeake Bay Preservation Ordinance:

Pursuant to section 5.5-10(7) of the Chesapeake Bay Preservation Ordinance (CBPO), all subdivision plats shall include the following information or a note indicating that this information is not applicable to the plat:

Chesapeake Bay Preservation Ordinance:

Pursuant to section 5.5-10(7) of the Chesapeake Bay Preservation Ordinance (CBPO), all subdivision plats shall include the following information or a note indicating that this information is not applicable to the plat

- Delineation of the RPA boundary
- Delineation of required buffer areas
- Delineation of RMA wetlands (the National Wetlands Inventory (NWI) map or other recognized source may be used to locate wetland features on the plat)
- Delineation of RMA boundary
- Delineation of slopes twenty-five (25) percent or greater

If the plat only includes areas within the RMA, delineation of its boundaries is not required, and the following note shall be added to the plat:

All parcels shown on this plat are located in the Chesapeake Bay Resource management area.

If the plat includes areas within the RPA, the following notes shall be added to the plat:

No land disturbance is allowed in the RPA buffer area without review and approval by the County's Chesapeake Bay Preservation Administrator and only water-dependent facilities or redevelopment of existing structures are permitted within the RPA buffer.

All existing vegetation within the RPA shall remain in its undisturbed natural state, except for vegetation weakened by age, storm, fire or other natural cause.

If the plat includes Chesapeake Bay or other features that are either not shown on the plat or parcels that are not shown in their entirety that contain Chesapeake Bay or other features, and it is clear that there is sufficient developable area outside of these features, the following note shall be added:

TAX MAP \_\_\_\_ PARCEL \_\_\_\_ MAY CONTAIN ADDITIONAL CHESAPEAKE BAY FEATURES AS IDENTIFIED IN SECTION 5.5-10(7) OF THE CHESAPEAKE BAY PRESERVATION ORDINANCE OR OTHER FEATURES THAT MAY NOT BE SHOWN ON THIS PLAT WHICH WILL BE DETERMINED UPON FURTHER DEVELOPMENT OF THAT PARCEL.

In cases where wetlands are present and identified through a process other than an unexpired Army Corps determination, provide the following note to the plat:

A SITE-SPECIFIC ARMY CORPS OF ENGINEERS CONFIRMATION OF THE WETLAND BOUNDARIES AS SHOWN ON THIS PLAT MAY BE REQUIRED AT THE TIME OF DEVELOPMENT OF THE INDIVIDUAL LOTS.



<p style="text-align: center;"><b><u>Plat Requirements</u><sup>1</sup></b> <b>(see §15-73)</b></p>	<p style="text-align: center;"><b>All application types except for BLAs, Line Vacations, and In-Part Parcels</b></p>
<p>Surveyor / Engineers Certification (Appendix A) - Professional's seal, signature, and date, setting forth the source of title of the owner of the land and the place of record of the last instrument in the chain of title as set forth in Appendix A to this chapter. Application of the professional's seal, signature and date shall be evidence that the land boundary survey is correct to the best of the professional's knowledge, information, and belief, and complies with the minimum VAC standards.</p>	<p>✓</p>
<p>Owners Certification (Appendix B) - Statement signed by the owner that the plat is consented to by the owners as set forth in Appendix B to this chapter. Sufficient documentation reflecting that the signatory has the authority to sign on behalf of the owner shall be required when the grantor is a corporation, trust, LLC, or the like.</p>	<p>✓</p>
<p>Subdivision Agent Certification (Appendix C) - Certification of approval signed by the subdivision agent as set forth in Appendix C to this chapter.</p>	<p>✓</p>

<b>Additional Plat Requirements<sup>1</sup> for Divisions of Estate and Family Transfers: (see §15-73.1)</b>	<b>Division of Estate</b>	<b>Family Transfers</b>
<p>The plat by which the subdivision is effected shall contain the following statement set forth so as to readily be seen in a minimum of 12-point type:</p> <p>THIS LOT IS CREATED AS A FAMILY TRANSFER PURSUANT TO THE PROVISIONS OF THE GLOUCESTER COUNTY SUBDIVISION ORDINANCE. THE USE AND TRANSFER OF THE PROPERTY ARE RESTRICTED BY THE TERMS OF THAT ORDINANCE.</p>		<p style="text-align: center;">✓</p>
<p>Private Roads: Plats which contain any street or right of access to be privately maintained shall display the following notation prominently in a minimum of 12-point type pursuant to section 15-3.2(c)(3) for family transfers and section 15-3.3(b)(2) for divisions of an estate:</p> <p>PRIOR TO THE RESIDENTIAL USE OF ANY LOT OR PARCEL WHICH IS ACCESSED BY A STREET OR RIGHT OF ACCESS TO BE PRIVATELY MAINTAINED, THE REQUIRED RIGHT-OF-WAY SHALL INCLUDE AN IMPROVED DRIVEWAY WITHIN IT CONSISTING OF, AT A MINIMUM, AN ALL-WEATHER SURFACE OF ROCK, STONE, OR GRAVEL, WITH A MINIMUM WIDTH OF TEN (10) FEET. THE RIGHT-OF-WAY SHALL BE MAINTAINED BY THOSE HAVING A RIGHT TO USE IT IN A CONDITION PASSABLE BY EMERGENCY VEHICLES AT ALL TIMES.</p>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p>Signatures of both the grantor(s) and grantee(s) of the family transfer. The owners' certificates shall be in the form prescribed by section 15-73(22), indicate whether the signatory is the grantor or grantee, and be modified to include signature lines for both the grantor(s) and grantee(s).</p>		<p style="text-align: center;">✓</p>

<b>Additional Plat Requirements<sup>1</sup> for Minor/Major Subdivisions:</b> <b>(see §15-73.2)</b>	Minor	Major
Right-of-way (ROW) dedications in cases of deficient ROW. The reservation area will be requested where a subdivision abuts an existing public ROW that has a width deficiency and the comprehensive plan, a utilities plan or a plan formulated by the Virginia Department of Transportation (such as VDOT's Secondary Six Year Improvement Plan, VDOT's Six Year Improvement Plan, or other approved plans or projects) demonstrates a need for such additional land.	✓	✓
Lot frontage shall be equal to the minimum lot width of the zoning ordinance except as permitted by section 15-40 Arrangement, design and shape.	✓	✓
Label "Common Area(s)" and provide note that Common Areas are to be conveyed to the HOA or other appropriate entity.		✓
Proposed public areas: Location of all proposed parks, school sites or other public areas.		✓
For major subdivisions the remainder of a parent parcel greater than thirty (30) acres, that is not a preservation parcel or common area, only the affected portion of the lot(s) needs to be shown provided that the plat or some other recognized resource demonstrates that the remainder meets the lot frontage and width requirements of this ordinance. If the frontage or width of the remainder is within 10 percent of that required by the zoning district where the parcel is located, then the frontage and/or width, as applicable, shall be displayed on the plat. The acreage as shown in the County's records may be utilized to determine the lot size(s).		✓
Area tabulation table for area within (1) lots, (2) existing or proposed street rights-of-way, (3) common areas, and (4) other property reserved or dedicated for public ownership (parks, school sites, etc.)  For cluster developments also include an area tabulation table for area within (1) ponds, lakes, or other impounded water bodies (2) wetlands, (3) areas with slopes in excess of twenty-five (25) percent, (5) existing or proposed utility and stormwater management easements greater than twenty (20) feet in width, and (6) existing or proposed sites for utility and stormwater management facilities.		✓
Sight distance easements at intersections as shown on Development Plans.		✓
Restricted access easements as required for lots fronting existing public roads.		✓
Temporary turnaround easements as required, with the following note on the plat:  TEMPORARY EASEMENT TO BE VACATED UPON DEDICATION OF STREET(S). BUILDING SETBACKS SHALL BE MEASURED FROM THE TEMPORARY EASEMENT AS LONG AS IT IS APPLICABLE. SETBACKS WILL BE FROM THE RIGHT-OW-WAY UPON DEDICATION OF THE STREET.		✓



<b>Additional Plat Requirements<sup>1</sup> Pertaining to Private Roads and Public Rights of Way: (see §15-73.3)</b>	Private Roads and Public Rights of Way
<p>Private Roads: Plats which contain any private street or right of access to be privately maintained shall display, the following notations prominently in a minimum of 12-point type:</p> <p>THE STREET(S) SHOWN HEREON IS/ARE PRIVATE, MAY NOT BE MAINTAINED OR IMPROVED BY EITHER THE COMMONWEALTH OF VIRGINIA OR THE COUNTY OF GLOUCESTER. MAINTENANCE OF THE STREET(S) AND/OR RIGHTS-OF-WAY SHOWN HEREON IS/ARE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE LOTS CREATED BY THE PLAT <u>AND/OR OTHERS THAT HAVE THE RIGHT TO USE THE STREET(S) AS PREVIOUSLY ESTABLISHED.</u></p> <p>Plats, other than family transfers and divisions of estate (for family transfers/divisions of estate see “Additional Plat Requirements for Family Transfers and Divisions of Estate), shall include the following private street note:</p> <p>THE REQUIRED RIGHT-OF-WAY SHALL INCLUDE AN IMPROVED DRIVEWAY WITHIN IT CONSISTING OF, AT A MINIMUM, AN ALL-WEATHER SURFACE OF ROCK, STONE OR GRAVEL WITH A MINIMUM WIDTH OF TEN (10) FEET. THE RIGHT-OF-WAY SHALL BE MAINTAINED BY THOSE WHO HAVE A RIGHT TO USE IT IN A CONDITION PASSABLE BY EMERGENCY VEHICLES AT ALL TIMES.</p> <p>Grantors of any subdivision lot to which the above statements apply are responsible for including a substantially similar statement on each subsequent deed of conveyance thereof.</p>	<p>✓</p>
<p>Public right-of-way. Proposed streets must have names and R/W widths (50') labeled. “All streets are hereby dedicated for public use.”</p>	<p>✓</p>
<p>Stub Streets dedicated for public use. Label stub streets and provide right of way width and statement dedicated for public use. Add the following note to the plat:</p> <p>THIS RIGHT-OF-WAY IS PLATTED WITH THE INTENT OF BEING EXTENDED AND CONTINUED IN ORDER TO PROVIDE INGRESS AND EGRESS TO AND FROM ADJOINING PROPERTIES.</p>	<p>✓</p>



February 9, 2015

TO: SURROUNDING PLANNING AND ZONING CITY/COUNTY OFFICES

SUBJECT: New Residential Developments


Each year, new delivery addresses are added to our city, rural and contract, routes which has a major impact to our delivery costs. To control costs, we need to ensure new residential deliveries are being made via centralized delivery. "The Postal Service no longer offers door delivery as a new delivery option in residential areas". We must adhere to the guidelines that govern establishment of new delivery. If your office is approached by a developer, inquiring about the type of mail delivery service, please refer them to their local Post Office for guidance. *Planning and Zoning cannot give approval for type of delivery service.*

Mail service is an integral part of any community and must be given proper consideration during the planning stages. The Postal Service cannot honor agreements that have been made between Planning and Zoning and the developer. Residential developers need to identify where delivery points will be located so the locations can be included in their landscaping plans. When these decisions are made early, such information can be made available to the sales people who can inform prospective home buyers. It is almost impossible to begin the process too early to establish centralized delivery.

We ask your assistance. Please add this information to your packets to any developers, builders, or owners of new residential and business developments.

Any questions and inquiries should be directed to the local Post Office.

  
Jeffrey A. Becker

cc: Manager, Operations Programs Support  
 Manager, Address Management Systems  
Growth Management Coordinator



February 4, 2015


In April of 2012, the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service network. While curblane and sidewalk delivery remain viable and approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

This outlines the commitments made by the USPS towards builders/developers of the delivery. The USPS and its representatives will meet with and discuss establishment of delivery with the builders' representative or construction site manager as currently described in the POM.

At a minimum, the USPS will work with builders and developers to determine what the best mode of delivery is for the area prior to establishing or extending delivery service. This will include review of the site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and to customer travel. The USPS recognizes the interest builders have in controlling site plans and just as with other public services, the USPS recognizes the interest builders have in controlling requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

**Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as approved site location(s) are agreed upon and the required delivery equipment has been installed.**

If you have any questions, please contact Jacob Licone, Growth Management Coordinator, at 804-775-6319, Jeannette Waldron, Product Information Quality Analyst, 804-775-6183 or Alesha Brown, Address Management Systems at 757-629-2171.



Richard L. Green, Jr  
Manager, Operations Programs Support(A)